



THE LIBRARY OF CONGRESS
WASHINGTON, D.C. 20540-2295

VACANCY ANNOUNCEMENT

Vacancy Announcement Number: 000194

Opening Date: August 4, 2000

Closing Date: September 5, 2000

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY (SEE “ADDITIONAL INFORMATION”).

GENERAL POSITION INFORMATION:

Title: **Inspector General**
SL-511-00 (11400) \$93,137 - \$122,400 (**\$101,566 - \$130,200***)

***** **Salary reflects locality pay.**

Position Location: Office of the Inspector General, Office of the Librarian; James Madison Memorial Building

Tour of Duty: Full-time.

Type of Appointment: Permanent
Supervisory, non-bargaining unit position

Number of Vacancies: One

BRIEF DESCRIPTION OF DUTIES:

The Inspector General provides policy direction for and plans, conducts, supervises and coordinates audits and related investigations dealing with Library programs and operations; ensures that audit activities comply with Government Auditing Standards, Library and OIG policies, guidelines and requirements; and develops and implements the Audit Plan, determining the reviews or audits to be initiated or curtailed and the level of resources to devote to a particular review; informs the Librarian and the Deputy Librarian concerning fraud and other serious problems, abuses, and deficiencies relating to the administration of programs and operations administered or financed by the Library; recommends corrective action concerning such problems, abuses, and deficiencies; reports on the progress made in implementing such corrective action; and serves in an advisory capacity to the Executive Committee. The Inspector General supervises the Office staff; applies personnel policies in such areas as recruitment, employee relations, employee development, and employee performance management; and insures that the Library's commitment to eliminate discrimination is carried out in all aspects of his/her job performance.

The Library of Congress is an Equal Opportunity Employer

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MINIMUM QUALIFICATION REQUIREMENTS:

One year of specialized experience at the GS-15 level in the Federal service or at a comparable level of difficulty outside the Federal service which demonstrates a minimum level of proficiency in the following knowledge, skills, and/or abilities (KSAs):

- C Knowledge of general accounting and auditing principles as promulgated by GAO, AICPA and OMB.
- C Ability to manage and direct an organization and supervise a diverse staff.

KNOWLEDGE, SKILLS, AND/OR ABILITIES (KSAs):

1. **KNOWLEDGE OF GENERAL ACCOUNTING AND AUDITING PRINCIPLES AS PROMULGATED BY GAO, AICPA AND OMB** - to apply these principles in planning, conducting and supervising complex audits and related investigations dealing with Library of Congress programs and operations and to insure the technical sufficiency of such audits; serve as an expert on the interpretation and application of auditing and accounting theory and methodology; and provide leadership, coordination and policy recommendations to promote economy, efficiency and effectiveness, and to prevent and detect fraud, waste, and abuse in the administration of the Library's programs and operation.
2. **ABILITY TO ANALYZE COMPLEX OPERATIONS AND SYSTEMS; ANALYZE LEGISLATION AND FORMULATE POLICY; AND OFFER OBJECTIVE MANAGEMENT ADVICE** - to analyze proposed or existing legislation and formulate policy directives; manage a wide variety of audit matters, some of which may be of a controversial or sensitive nature; evaluate issues and offer objective management advice; and exercise ingenuity and inventiveness.
3. **ABILITY TO COMMUNICATE AND ESTABLISH EFFECTIVE WORKING RELATIONSHIPS WITH OTHERS** keep the Librarian and Deputy Librarian informed, in a full and timely manner, about the necessity for and progress of corrective actions in administering the Library's programs and operations; make clear, concise and effective presentations; gain cooperation of others; conduct interviews; and represent the Library in formal and informal settings.
4. **ABILITY TO COMMUNICATE IN WRITING** - to prepare analytical written materials on highly complex questions or issues in a non-partisan manner; prepare written recommendations regarding proposed legislation or policy issues; and prepare a variety of other written documents.
5. **ABILITY TO MANAGE AND DIRECT AN ORGANIZATION AND SUPERVISE A DIVERSE STAFF** - to plan and direct the activities of the Office, including all audits and related investigative activities; manage staff engaged in multiple tasks and assignments; establish administrative devices and controls; establish a working environment of trust and integrity; evaluate staff performance; and assure that the Library's commitment to EEO is carried forward in all aspects of personnel management.

HOW TO DEMONSTRATE COMPETENCE OF EACH KSA:

Applicants must address each KSA (**including any identified as selective factors**) on a separate sheet of plain paper in order to be considered for these positions. Applicants should not simply repeat entries from their employment application in addressing each KSA, but should elaborate on any specific experience (as an employee or volunteer), training, educational courses, and awards that demonstrate possession of the identified KSAs. Publications are available in libraries and book stores to help guide you in addressing the KSAs. Each KSA must be addressed individually and should not exceed one page each.

EVALUATION PROCESS:

Applicants are first assessed against the minimum qualifications requirements for positions. Applicants must meet the minimum qualification requirements of these positions by the closing date of the vacancy announcement. To minimally qualify, applicants must meet the length of time and level of experience and/or education as specified under the minimum qualifications requirements. This experience and/or education must also demonstrate a minimum level of competence of the KSAs identified as part of the minimum qualifications requirements. Applicants who are found to be minimally qualified will be further evaluated by a rating panel to determine the degree to which they possess each of the listed KSAs. This process will determine who will be referred to the selecting official for an interview. **Applicants who fail to submit the required information by the final closing date will not receive further consideration for this position.**

ADDITIONAL INFORMATION:

- Please indicate the Vacancy Announcement Number on all forms.
- All applications must be received by the final closing date to receive consideration for these positions; postmarked applications will not be accepted.
- Civil Service status is not required.
- All applications and attachments become the property of the Library of Congress and will not be returned.
- U.S. Citizenship is required for most positions.
- All minimum requirements must be met by the final closing date.

Here's what your Federal style resume must contain

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

- ! Announcement number and title and grade(s) of the job for which you are applying

PERSONAL INFORMATION

- ! Full name, mailing address (with Zip Code) and day and evening phone numbers (with area code)
- ! Social Security Number
- ! Country of Citizenship
- ! Reinstatement eligibility
- ! Highest Federal civilian grade held

EDUCATION

- ! High School
 - Name, city, and State
 - Date of diploma or GED
- ! Colleges and universities
 - Name, city, and State
 - Majors
 - Type & year of degree(s) received
(If no degree, show total credits earned and indicate whether credits are semester or quarter hours)
- ! Send a copy of your college transcript(s) only if the job vacancy announcement requests you to do so.

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WORK EXPERIENCE

- ! Give the following information for your paid and nonpaid work experience related to the job for which you are applying:

- Job title (include series/grade if Federal job)
- Duties and Accomplishments
- Employer's name and address
- Starting and ending dates (month and year)
- Hours worked per week
- Salary

- ! Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

- ! Job-related training courses
- ! Job-related skills (such as other languages, computer software/hardware, tools, machinery, typing speed)
- ! Job-related certificates and licenses
- ! Job-related honors, awards, and accomplishments (such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards)
(Note: Give dates but do not send documents unless requested in the vacancy announcement.)

OTHER IMPORTANT INFORMATION

Before hiring, the agency will ask you to sign and certify the accuracy of all information contained in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

Note: In order to be considered for a vacancy, you must return this form along with all other application materials.

INSTRUCTIONS: Please print entries in dark ink.

1. NAME (last, first, middle initial): _____ 2. Date of Birth _____

3. TODAY 'S DATE (month/date/year): _____ 4. SOCIAL SECURITY _____

5. How did you learn about this vacancy at the Library of Congress ?
(Please check the appropriate code boxes below. You may select up to three choices.)

Note: The information from this survey will be used to help the Library of Congress (LC) evaluate its recruitment strategies.

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|--|--|
| 01" Federal Research Service's <u>Federal Career Opportunities</u> | 13" Religious Organization |
| 02" Other Private Information Services | 14" Friend or Relative Working at LC |
| 03" Newspaper Ad | 15" Friend or Relative Not Working at LC |
| If yes, please specify: _____ | 16" Professional Association |
| 04" Magazine Ad | If yes, please specify: _____ |
| If yes, please specify: _____ | 17" LC Vacancy Announcement: Posted on Library Congress Bulletin Board |
| 05" Professional Journal | 18" LC Vacancy Announcement: Circulated to Other Federal Agencies |
| If yes, please specify: _____ | 19" LC Vacancy Announcement: Circulated to Library Schools |
| 06" Radio/TV | 20" LC Vacancy Announcement: Received in Mail |
| 07" Private Employment Office | 21" Telephone Calls to the Library of Congress Employment Office |
| 08" State Employment Office (Unemployment Office) | 22" Library of Congress Employment Hotline |
| 09" Minority/Special Recruitment Sources | 23" Other (specify): _____ |
| 10" Library of Congress Recruitment at School or College | 24" U.S. Office of Personnel Management's Website |
| 11" School or College Counselor or Other Official | 25" Monster.com Website |
| 12" Federal, State or Local Job Information Center | |

The information requested in Item 6 below will be used strictly for personnel and EEO research to help the Library of Congress meet the requirements of Federal law. You are strongly encouraged to complete this section, although doing so is voluntary.

6. Please categorize yourself in terms of the race, ethnic, gender, and disability categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY [A]

HISPANIC: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin, regardless of race.

RACE [B]

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN or PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

BLACK: A person having origins in any of the black racial groups of Africa.

WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

DISABILITY [C]

A person having any physical or mental impairment which severely limits one of life's major activities.

- | | | | |
|---------------------------|--------------------------------------|------------------------|--------------------|
| A. ETHNICITY " | B. RACE " | C. DISABILITY " | D. GENDER " |
| 1. Hispanic Origin | 1. American Indian or Alaskan Native | 1. Yes | 1. Male |
| 2. Not of Hispanic Origin | 2. Asian or Pacific Islander | 2. No | 2. Female |
| | 3. Black | | |
| | 4. White | | |